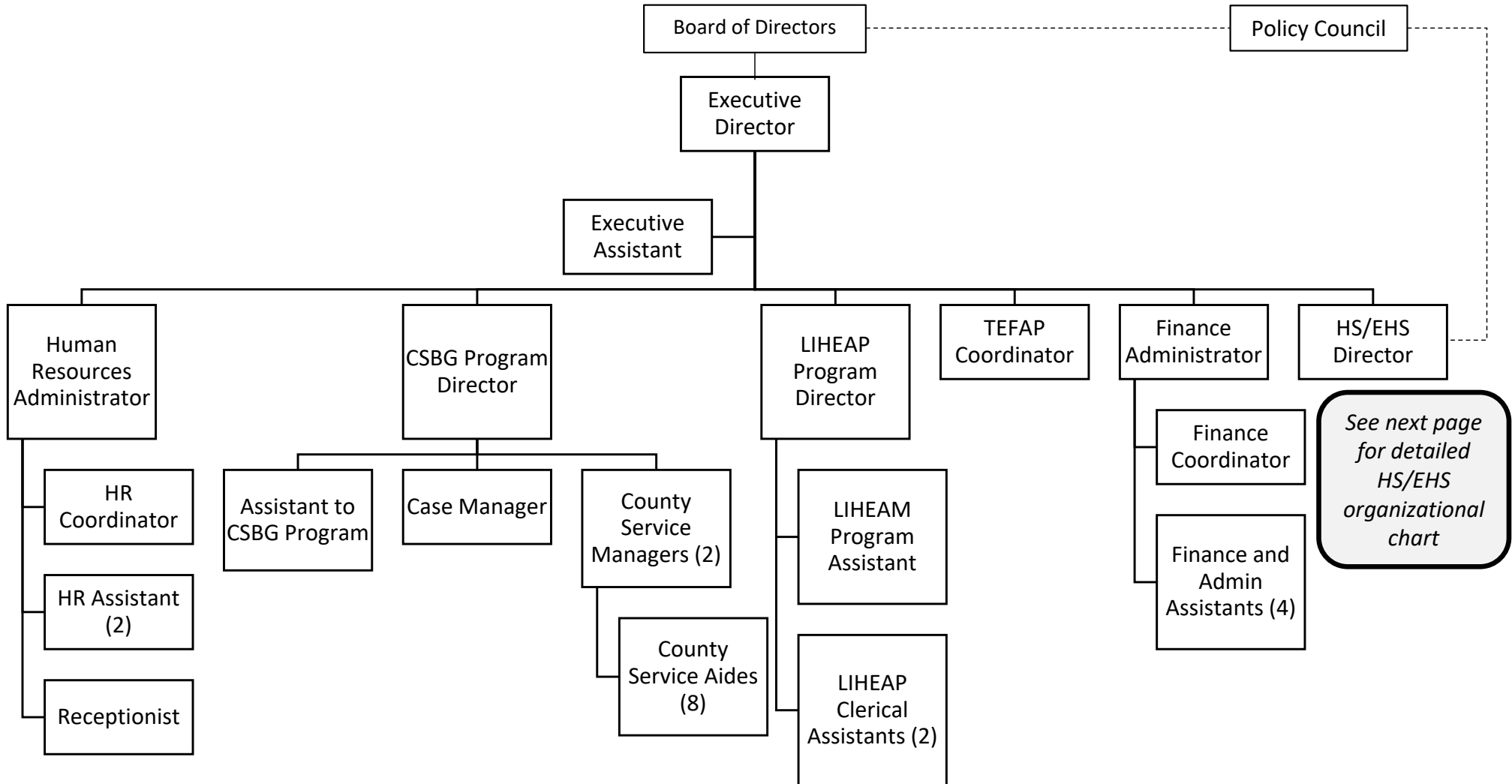
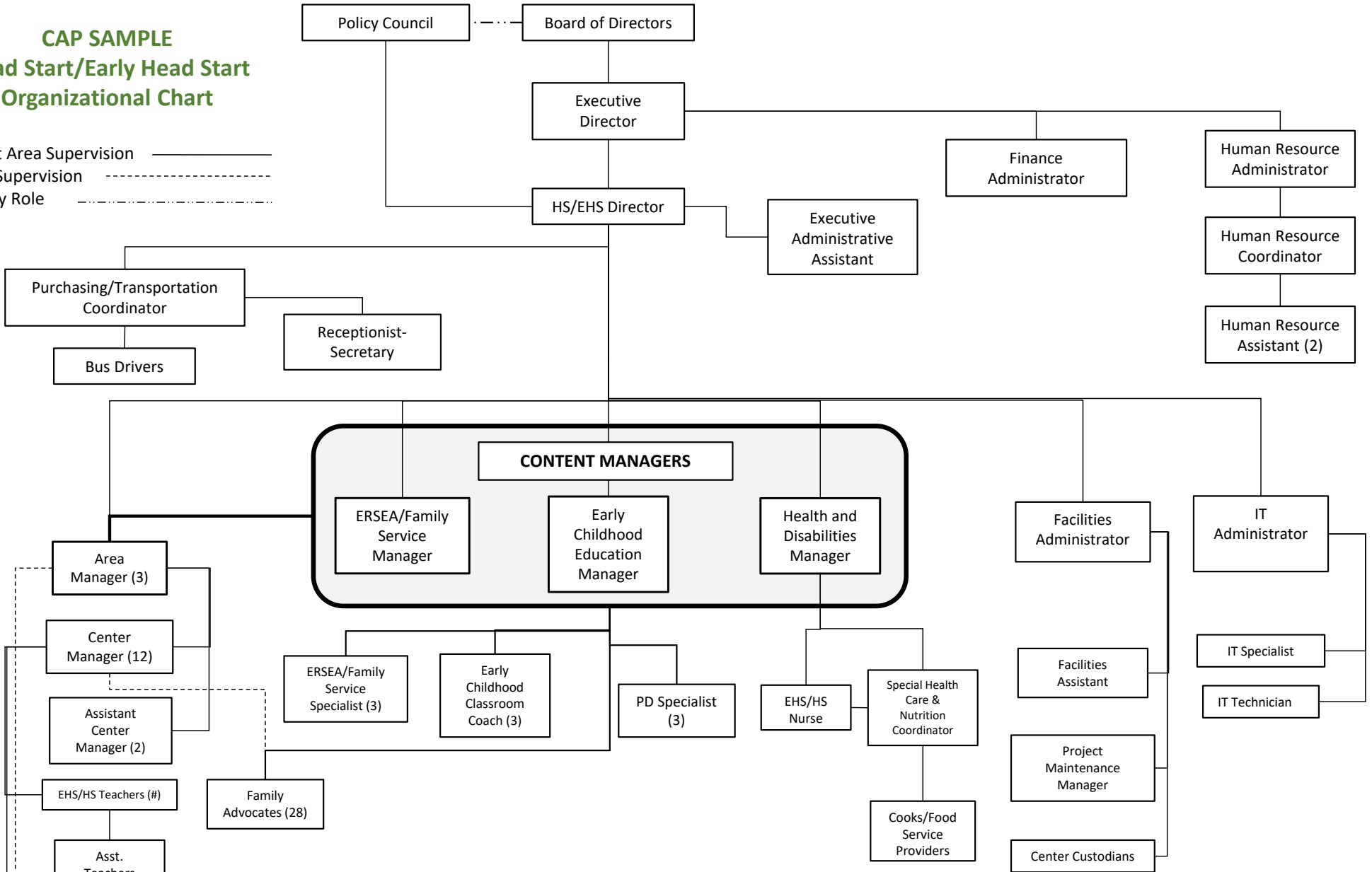


**CAP SAMPLE  
Administrative  
Organizational Chart**



**CAP SAMPLE**  
**Head Start/Early Head Start**  
**Organizational Chart**

Content Area Supervision \_\_\_\_\_  
 Onsite Supervision - - - - -  
 Advisory Role - - - - -



Each Content Manager reports to the HS/EHS Director and provides oversight to one Area Manager, one ERSEA/Family Service Specialist, one PD Specialist, and a group of Family Advocates.

Area Managers are supervised by their Content Manager and the EHS/EHS Director and oversee approximately 5 sites each.



**South Carolina Community Action  
2022 Wage Compensation Study  
Benchmark Positions Worksheet**

**Sample Worksheet:  
CAP AGENCY with HS/EHS**

**ADMINISTRATIVE STAFF**

	<b>Benchmark Position</b>	<b>Common and Related Job Titles</b>	<b>YOUR ORGANIZATION Job Title</b>	<b>YOUR ORGANIZATION Employees (initials)</b>
1	<b>Chief Executive Officer (CEO)</b>	Executive Director, President, Superintendent, Executive Director, Hospital Administrator	1 Executive Director 2 3 4 5	1 AA 2 3 4 5
2	<b>Chief Financial Officer (CFO)</b>	Finance Director, Comptroller	1 Finance Administrator 2 3 4 5	1 AA 2 3 4 5
3	<b>Program Director</b>	Division Director, Division Manager, Unit Manager, Superintendent, Head Start Director, Human Resources Director, Director of Management Information Systems Weatherization Director, Workforce (WIOA) Director, Community Services Director	1 CSBG Program Director 2 LIHEAP Program Director 3 HR Administrator 4 HS/EHS Director 5	1 AA 2 VACANT 3 AA 4 AA 5
4	<b>Assistant Program Director</b>	Associate Director, Service Area Manager, Area Manager, Assistant Superintendent, Area Superintendent, Assistant Head Start Director, EHS Manager, Weatherization Coordinator, CACFP Manager	1 HS/EHS Area Manager 2 Facilities Administrator 3 CSBG Program Assistant 4 HS/EHS Assistant Area Manager 5 LIHEAP Program Assistant	1 AA 2 AA 3 AA 4 AA 5
5	<b>Center Coordinator</b>	Principal, Child Care Center Director	1 TEFAP Coordinator 2 HR Coordinator 3 HS/EHS Center Manager (1) 4 HS/EHS Center Manager (2) 5 HS/EHS Center Manager (3)	1 AA 2 AA 3 AA 4 BB 5 VACANT

	Benchmark Position	Common and Related Job Titles	YOUR ORGANIZATION Job Title	YOUR ORGANIZATION Employees (initials)
6	Finance Manager	Assistant CFO, Fiscal Manager	1 Finance Coordinator 2 3 4 5	1 AA 2 3 4 5
7	Program Specialist or Assistant	Education Specialist, ERSEA Specialist, Health Services Assistant, Disabilities Assistant, Human Resources Assistant, Records Compliance Specialist, Computer Specialist, Accounting Specialist, Budget Specialist, Systems Analyst, IT Specialist	1 IT Administrator 2 HR Assistant 3 4 Facilities Assistant 5 IT Specialist	1 AA 2 AA 3 AA 4 AA 5 AA
8	Administrative Assistant	Executive Assistant, Secretary	1 Executive Assistant (for Executive Director) 2 Executive Administrative Assistant (HS/EHS) 3 Finance and Admin Assistant (1) 4 Finance and Admin Assistant (2) 5 Finance and Admin Assistant (3)	1 AA 2 AA 3 AA 4 BB 5 CC
9	Clerk	Human Resources Clerk, Purchasing Clerk, Transportation Clerk, CACFP Clerk, Accounting Clerk	1 LIHEAP Program Clerical Assistant (1) 2 LIHEAP Program Clerical Assistant (2) 3 4 5	1 AA 2 BB 3 4 5
10	Receptionist		1 Receptionist (HR) 2 Receptionist-Secretary (HS/EHS Transportation coordinator) 3 4 5	1 AA 2 AA 3 4 5

## EDUCATION STAFF

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
11	<b>Education Manager</b>	Education Coordinator, Education Liaison	1 Early Childhood Education Manager 2 3 4 5	1 AA 2 3 4 5
12	<b>Mentor</b>	Mentor Teacher, Mentor Coach, Head Teacher, Supervising Teacher, Resource Teacher	1 Early Childhood Classroom Coach (1) 2 Early Childhood Classroom Coach (2) 3 Early Childhood Classroom Coach (3) 4 PD Specialist (1) 5 PD Specialist (2)	1 AA 2 BB 3 CC 4 AA 5 BB
13	<b>Floater</b>	Permanent Substitute Teacher	1 HS/EHS Floater (1) 2 HS/EHS Floater (2) 3 HS/EHS Floater (3) 4 HS/EHS Floater (4) 5 HS/EHS Floater (5)	1 AA 2 BB 3 CC 4 DD 5 EE
14	<b>Preschool Teacher</b>	Teacher, PreK Teacher, Lead Teacher Head Start positions may include: HS Teacher I (BA), HS Teacher II (AA), HS Teacher III (CDA)	1 HS Teacher (1) 2 HS Teacher (2) 3 HS Teacher (3) 4 HS Teacher (4) 5 HS Teacher (5)	1 AA 2 BB 3 CC 4 DD 5 EE
15	<b>Infant/Toddler Teacher</b>	Lead Teacher, Child Care Worker Early Head Start positions may include: EHS Teacher I (BA), EHS Teacher II (AA), EHS Teacher III (CDA)	1 EHS Teacher (1) 2 EHS Teacher (2) 3 EHS Teacher (3) 4 EHS Teacher (4) 5 EHS Teacher (5)	1 AA 2 BB 3 CC 4 DD 5 EE
16	<b>Assistant Teacher</b>	Teacher Aide, Assistant Teacher, Classroom Aide, Classroom Assistant, Day Care Worker, Caregiver, Classroom Paraprofessional	1 HS Assistant Teacher (1) 2 HS Assistant Teacher (2) 3 HS Assistant Teacher (3) 4 EHS Assistant Teacher (1) 5 EHS Assistant Teacher (2)	1 AA 2 BB 3 CC 4 AA 5 BB

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
17	Home Educator	Home Visitor	1 2 3 4 5	1 2 3 4 5

**HEALTH AND DISABILITIES STAFF**

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
18	Health/Nutrition Manager	Health Services Manager, Health Coordinator, Health Services Director, Health Manager, Health Liaison	1 Special Health Care and Nutrition Manager 2 3 4 5	1 VACANT 2 3 4 5
19	Disabilities Services Manager	Disabilities and Mental Health Liaison	1 Health And Disabilities Manager 2 3 4 5	1 AA 2 3 4 5
20	Nurse	School Nurse, Registered Nurse	1 HS/EHS Nurse 2 3 4 5	1 AA 2 3 4 5
21	Mental Health Specialist	Mental Health Coordinator	1 2 3 4 5	1 2 3 4 5

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
22	Registered Dietician	Nutritionist	1 Special Health Care and Nutrition Coordinator 2 3 4 5	1 AA 2 3 4 5
23	Food Services Manager	Cafeteria Manager, Kitchen Supervisor Nutrition Technician	1 2 3 4 5	1 2 3 4 5
24	Cook	Assistant Nutrition Technician	1 Cook (1) 2 Cook (2) 3 Cook (3) 4 Cook (4) 5 Cook (5)	1 AA 2 BB 3 CC 4 DD 5 EE

**SOCIAL SERVICES STAFF**

	Benchmark Position	Common and Related Job Titles	Organization Job Title	Organization Employees (initials)
25	Family Services Manager	Family and Community Engagement Specialist, Family and Community Partnerships Manager, Parent Involvement Specialist, Parent Involvement Liaison, Parent Engagement Manager, Transition Liaison	1 ERSEA/Family Services Manager 2 3 4 5	1 AA 2 3 4 5
26	Case Worker	Case Manager, CSBG Case Manager, Counselor  (Head Start) Family Service Worker, Family Advocate, Family Services Specialist, Family Development Worker	1 CSBG Case Manager (1) 2 CSBG Case Manager (2) 3 Family Advocate (1) 4 Family Advocate (2) 5 Family Advocate (3)	1 AA 2 BB 3 AA 4 BB 5 CC
27	ERSEA Manager	ERSEA Liaison	1 ERSEA/Family Service Specialist (1) 2 ERSEA/Family Service Specialist (2) 3 ERSEA/Family Service Specialist (3) 4 5	1 AA 2 BB 3 CC 4 5

**SERVICE STAFF**

	<b>Benchmark Position</b>	<b>Common and Related Job Titles</b>	<b>Organization Job Title</b>	<b>Organization Employees (initials)</b>
28	<b>Transportation Manager</b>	Transportation Supervisor, Transportation Liaison, Bus Manager	1 Purchasing/Transportation Coordinator 2 3 4 5	1 AA 2 3 4 5
29	<b>Bus Driver</b>		1 Bus Driver (1) 2 Bus Driver (2) 3 Bus Driver (3) 4 Bus Driver (4) 5 Bus Driver (5)	1 AA 2 BB 3 CC 4 DD 5 VACANT
30	<b>Bus Monitor</b>	Bus Aide	1 2 3 4 5	1 2 3 4 5
31	<b>Maintenance Specialist</b>	Maintenance Manager, Facilities Assistant, Handyman	1 Facilities Assistant 2 Project Maintenance Manager 3 4 5	1 AA 2 AA 3 4 5
32	<b>Custodian</b>	Janitor, Cleaner, Housekeeper	1 Center Custodian (1) 2 Center Custodian (2) 3 Center Custodian (3) 4 Center Custodian (4) 5 Center Custodian (5)	1 AA 2 BB 3 CC 4 DD 5 EE

**STAFF with MULTIPLE ROLES**

	<b>Benchmark Position</b>	<b>Organization Job Title 1</b>	<b>Organization Job Title 2</b>	<b>Organization Job Title 3</b>	<b>Organization Employees (initials)</b>
33	<b>Staff with Multiple Roles</b> Enter any staff who have more than one of the benchmark positions listed above here	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5